

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Policies and Procedures
Thursday, January 19, 2017
5:30 PM***

*Arlington High School
School Committee Meeting
869 Mass Avenue, 6th Floor
Arlington, MA 02476*

Open Meeting

Public Participation

Approval draft Minutes

New Business

Discussion on moving forward with MASC and priority policies

Discuss and update Student Activity Policy

Public Records Policy

Date for next meeting

Adjournment

The listings of matters are those reasonably anticipated by the Chair; which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Bill Hayner, Chair



Town of Arlington, Massachusetts

Meeting Location

Summary:

Arlington High School
School Committee Meeting
869 Mass Avenue, 6th Floor
Arlington, MA 02476



Town of Arlington, Massachusetts

Approval draft Minutes

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Draft_minutes_12_13_16.pdf	December 13, 2016

ARLINGTON PUBLIC SCHOOLS

Arlington School Committee
School Committee Meeting
Tuesday, December 13, 2016
5:30 PM

Policies and Procedures Subcommittee Minutes

School Committee Room, 6th Floor
869 Mass Avenue, Arlington, MA

1. Open Meeting: 5:33
2. Attendance: Bill Hayner, Kirsi Allison-Ampe, Paul Schlichtman, Kathy Bodie, Rob Spiegle
3. Public Participation NONE
4. Approve minutes of [November 30, 2016](#) approved as amended
5. Review questions put to MASC regarding contract. ([MASC responses](#) to a, b, c)
 - a. Is the hosting fee 2nd year included in total fee?
 - b. Will legal analysis be provided in the fee?
 - c. Will MASC begin with the policies we have identified as priority?
 - d. Do we, Arlington School Committee have a contractual prohibition from using MASC in our [contract with SCM](#)?All questions were resolved with answers and discussion.
6. Decide on recommendation to full committee on MASC and [contract, policy 21 contract](#).
update policy passed Bring contract
7. File: [IHAMB](#) bring forward 2nd reading
8. Discuss File: [KEC](#) and decide if changes are necessary or leave as is.
Superintendent will bring a form for next meeting to comply with 2a in policy
9. Single signer vendor – review 12/8/16 full committee direction and draft policy if necessary
Draft File: [DGA](#)
amended for 1st read in January
10. Discuss draft for [recycle policy](#)
Need to contact MASC to get the correct letter designation
11. New business
 - a. Student Activity policy – revision need to set date for R. Viscay to come for discussion.
 - b. Public Records – waiting for legal from Rob
12. Determine time and date of meeting after Jan 11, 2017 at 5:30 pm

Feb 2nd for next meeting.

Kathy will contact Rich to come on 19 of January.

13. Adjournment - 6:12 pm

DRAFT



Town of Arlington, Massachusetts

Discussion on moving forward with MASC and priority policies



Town of Arlington, Massachusetts

Discuss and update Student Activity Policy

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	jjd-1.pdf	Student Activity Fees
▣ Reference Material	MASC_recommended_policy-1.docx	MASC Student Activity Accounts

STUDENT ACTIVITY FEES

The Arlington Public Schools recognize, encourage and support a wide range of co-curricula activities at all levels. These co-curricula activities enrich the lives of students, encourage opportunities for creative, athletic, and social expression.

To the extent possible, the Arlington Public Schools will financially support these activities through the operating budget. In the event that activity fees are necessary, all students will be encouraged to participate regardless of financial status.

Every three years, the Arlington Public Schools will reexamine the activity fees in total. There will be an individual and a family fee structure that will be published.

The following statement will be included in all literature concerning activity fees:

The Arlington Public Schools encourage participation in school activities regardless of financial status. Ability to pay an activity fee will not prevent any child from participating. For assistance, please contact the Building Principal to receive information concerning necessary procedures.

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.



Town of Arlington, Massachusetts

Public Records Policy

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	PUBLIC_RECORDS_EXHIBIT.pdf	Public Records Request Form

FILE KDBA-E

Attachment:

While a public records request may be made verbally, in person, it is preferable to make the request in writing. A written request reduces confusion about what information is being sought. Additionally, if you do not receive an adequate response from the records custodian, a copy of the written request is required in order to file an appeal. The Public Records Law does not require any specific format for making a request, but the sample below will effectively communicate your request and help ensure a timely response.

It is recommended that your request contain the following information:

Date request mailed

(Requests to School Committee)
Secretary
Arlington School Committee
869 Massachusetts Avenue, 6th Floor
Arlington, MA 02476

(All other School Requests)
Superintendent
Arlington Public Schools
869 Massachusetts Avenue, 6th Floor
Arlington, MA 02476

Re: Massachusetts Public Records Request

Dear _____:

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10).

I am requesting that I be provided a copy of the following records:

[Please include a detailed description of the information you are seeking.]

[Optional: I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. If you expect costs to exceed \$10.00, please provide a detailed fee estimate.]

As you may be aware, the Public Records Law requires you to provide me with a written response within 10 calendar days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

Your Name
Your Address
City, State, Zip Code
Telephone Number [Optional]

Please be advised that if you do not receive a satisfactory response within a reasonable time period, you have the right to appeal to the Supervisor of Records. See Appealing a Denial of Access to Public Records in Massachusetts for more information.

For additional information about making a request or filing an appeal, please see 950 CMR 32.08 (2), refer to the

publication, A Guide to the Massachusetts Public Records Law .

Revised and approved by Arlington School Committee March 1, 2012



Town of Arlington, Massachusetts

Date for next meeting